Purpose of Workshop

- Thank you for taking on this important role voluntarily.
- Introduce key resources and SGA partners.
- Define SGAs role to the organization.
- Define your role as advisor to the organization.
- Outline how we can be resources to you.
- Outline what the clubs/organizations have been trained on.
- Answer Your Questions
Agenda

- Important Contacts
- Roles
- Advisor Role
- ClubSigner Trainings
- Questions
Thank You
Important Contacts

**SGA Club Affairs**
- Riley O’Hagan ([uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)), SGA Club Affairs Committee Chair
  - Oversees all RSOs in direct consultation with Associate Director, including New RSO Recognition
- Jerome Budomo ([jbudomo@uvm.edu](mailto:jbudomo@uvm.edu)), Associate Director of Student Life
  - Provides advising of all RSOs and Club Affairs Committee
- Ana Sola ([Ana.Sola@uvm.edu](mailto:Ana.Sola@uvm.edu)), Assistant Director of Club Sports
  - Provides direct advising for all Club Sports groups
- Meg McCormack ([Margaret.McCormack@uvm.edu](mailto:Margaret.McCormack@uvm.edu)), SGA Office Coordinator
  - Provides administrative support for SGA Office; primary contact for SGA van management/rental
- Lina Balcom ([lbalcom@uvm.edu](mailto:lbalcom@uvm.edu)), Director of Student Life
  - Serves as Advisor to SGA Executive Team and Senate

**SGA Business Office**
- Sam Wigon ([sga.finance@uvm.edu](mailto:sga.finance@uvm.edu)), SGA Treasurer
  - Manages club/RSO budget process in direct consultation with SGA Business Manager
- Bethany Wolfe ([Bethany.Wolfe@uvm.edu](mailto:Bethany.Wolfe@uvm.edu)), SGA Business Manager
  - Advises club/RSO budget/financial processes, Advisor to SGA Finance Committee, HR Manager for SGA
Roles

SGA Club Affairs
- Advising of all RSOs (University and SGA Policies and Procedures)
- Event Advising & Off-Campus Event Approval Process (Risk Mitigation Processes)
  - Travel authorizations, driver certifications, use of Airbnb & VRBO approval, working with minors, liability forms, MOUs, etc.
  - Reviewed by a team of experienced staff who oversee Outdoor Programming, Community Service, Club Sports, and general Risk Management
- Working with University Event Services (UES) and the Davis Center in advising on-campus events and EMS access.
- Support system and resource for campus advisors.

SGA Business Office
- Oversees Club/RSO spending and HR procedures within University policies and procedures.
  - Creating purchase orders, contract reviews, hiring coaches/speakers, online purchasing, etc.
  - Educating student leaders on process and policy, focusing on proactive and creative thinking & action

Advisors
- Content Expert
- Help provide your students leadership opportunities by guiding them to take ownership of their student organization all while providing the support that they need to be successful

Recognized Student Organizations (RSOs) are an opportunity for student leadership development and why our advising philosophy is to be student-led.
Your Role as Advisor

Advisors and Coaches play a unique and vital educational and continuity role in supporting UVM student organizations. The following advising guidelines will help a student organization thrive:

- Meet with the student executive board (or appropriate representatives, e.g., President) monthly to receive updates, and offer challenge and support.
- Assist the organization’s Treasurer in adhering to all financial policies and procedures as established and facilitated by UVM SGA.
- Assist the executive board in interpreting UVM and SGA policies.
- Attend at least two organization events per year, as appropriate.
- Support the executive board members in reflecting on their leadership in student organizations and how it relates to their academic and career preparation experiences.
- Assist student leaders in navigating internal group processes and conflict.
- Support student leaders in adhering to applicable University policies and hold students accountable to the Code of Student Rights and Responsibilities.
- When the organization’s activities include travel, assist students in following applicable University, SGA, and Risk Management policies with regards to vehicle rentals, van driving policies, and university contracts.
- Assist the executive board in creating a sustainable leadership structure, especially in planning events and recruiting and training new executive board members.
Your Role as Advisor

- Point the student in the right direction should they have operational questions.
  - Club Affairs
  - SGA Business Office
- Provide advising of content specific questions for the organization.
- Serve as a Campus Security Authority (CSA) for the RSO.
ClubSigners Trainings

- We have created online video tutorials for the RSOs
  - How to use UVM Clubs
  - How to create an off-campus event submissions
    - Process for requesting travel authorizations
    - Risk management mitigation procedures (outdoor activities, service activities, driver certifications, Airbnb/VRBO rentals, COI, waivers, etc.)
    - Committee of people that review RSO events weekly.
  - How to Make a Purchase
  - How to Request Supplemental Funding

Website: https://www.uvm.edu/sga/current-clubsigners
Questions

End of Presentation

ANY QUESTIONS?